

TOWN OF STERLING

Job Posting, Town Administrator, Town of Sterling, MA

The Town of Sterling is looking for an experienced **Town Administrator**, bachelor's degree in political science, public administration or a related field with a master's degree preferred, 5 to 7 years work related experience, minimum 3 years in managerial capacity. Chief Administrative officer of the Town. Oversees and responsible for planning, administration, financial and budgetary management, key procurement officer of services / equipment. Coordinates daily operation of the Town.

Position requires ability to work with department heads, town employees and the public. Ability required working according to the requirements of existing policies, procedures, by-laws, state statutes and federal laws. Constant interaction required with the Selectboard, Finance Committee, other Town boards, committees, local officials and other officials. Excellent communication, personnel and organizational skills also required.

To view the complete job description follow this link: http://www.sterling-ma.gov/Pages/SterlingMA_Opportunities/Town%20Administrator%202013.pdf

Position works under the direction of the Board of Selectmen.

Salary range: \$67,697 - \$96,520, negotiable.

Send resume to Sterling – TA position, Loret R.W. Schur, 74 Chace Hill Road, Sterling, MA 01564
Or email to loret.schur@gmail.com

Applications received up to and including September 14, 2013, postmark or date received via email no later than 12:00 midnight. Posting ends. Interviews will be scheduled as soon as possible providing qualifications are met.

EEO / AA / ADA